

No: 5010-09/IPCC/SREX

To the Executive Heads of  
International and other Organizations

Geneva, 22 May 2009

Sir/Madam,

I have the pleasure of informing you that the Panel at its 30<sup>th</sup> session in Antalya, Turkey, has decided to prepare an IPCC Special Report on "Managing the Risks of Extreme Events and Disasters to Advance Climate Change Adaptation," and I am inviting you to nominate experts for consideration as Lead Authors or Review Editors to serve on the writing teams for chapters comprising that Special Report.

At the 29<sup>th</sup> session of the Panel (31 August - 4 September 2008, Geneva, Switzerland), Norway introduced a proposal, prepared in collaboration with the UN International Strategy for Disaster Reduction (ISDR), for a Special Report on extreme events and disasters, with an emphasis on risk management. The Panel agreed to further develop the concept. A scoping meeting was held on 23-26 March 2009 (hosted by the Norwegian Pollution Control Authority in Oslo, Norway). A scoping paper describing process and objectives, and providing an annotated outline of the proposed Special Report, was presented for consideration and approval at the 30<sup>th</sup> session of the IPCC (20-23 April 2009, Antalya, Turkey). This document (IPCC-XXX/Doc.14) is available from the IPCC website (<http://www.ipcc.ch/meetings/session30/doc14.pdf>). A decision was taken on 23 April 2009 to prepare the Special Report, following IPCC procedures and with the involvement of ISDR. It was further decided that all IPCC Working Groups would contribute to the Special Report, but that Working Group II will oversee preparation of the assessment.

The outline was approved as presented in the scoping paper, with the exception of minor changes in the Chapter 3 sub-headings. It has nine chapters and requires experts who can integrate findings of the climate change science; vulnerability, impacts, and adaptation to extreme events; and disaster risk management communities:

- Climate change: new dimensions in disaster risk, exposure, vulnerability, and resilience
- Determinants of risks: exposure and vulnerability
- Changes in climate extremes and their impacts on the natural physical environment
- Changes in impacts of climate extremes: human systems and ecosystems
- Managing the risks from climate extremes at the local level
- Managing the risks from climate extremes at the national level
- Managing the risks: international level and integration across scales
- Toward a sustainable and resilient future
- Case studies.

A Science Steering Group has been convened to evaluate government and organization inputs to achieve the necessary disciplinary, gender, and regional balance required to undertake a comprehensive assessment.

A closed web site designed specifically for the nominations process has been set up:

<http://www.ipcc-wg2.gov/extremes-sr/nomination.php>  
username = <deleted>  
password = <deleted>

This URL takes you directly to the forms-based web nominations mechanism. Individuals nominating experts are encouraged to use this web nominations form. Summary CVs in English – preferably no more than 5 pages and with a one-sentence statement of primary area of expertise, such as climate science, community-based adaptation, economics, etc. – must be uploaded to complete the process. The Working Group II Technical Support Unit (TSU) will also accept e-mailed and faxed nominations packets. In these instances, the nomination form must be accompanied by a summary CV in English. Incomplete submissions may not be considered.

You are requested to nominate suitable experts for all relevant disciplines, including projected changes in the frequency and intensity of climate extremes and all aspects of vulnerabilities, impacts, and adaptations to climate extremes. The report intends to focus on practical applications that decisionmakers can use to manage the risks of extreme events. The role of the IPCC is to assess scientific, technical, and socio-economic information, based on peer-reviewed and internationally available literature. Given involvement of on-the-ground practitioners and a community new to the IPCC process, particular attention will be given to the assessment of grey literature in support of the risk management chapters.

Coordinating Lead Authors and Lead Authors are responsible for drafting and revising the chapters, taking into account comments submitted during two IPCC-mandated reviews. A representative cross-section of authors will also contribute to drafting and finalizing a Technical Summary and a Summary for Policymakers (SPM). Agreeing to serve as a Coordinating Lead Author or a Lead Author requires a substantial time commitment on the order of several person-months over the 2-year production cycle and can be particularly heavy during certain periods. Coordinating Lead Authors and Lead Authors are expected to attend four Lead Authors Meetings and Review Editors two over this time frame. Launch of the Special Report is planned for the second half of 2011. A complete description of the preparation of IPCC reports and the roles and responsibilities of authors and review editors can be found in Appendix A to the Principles Governing IPCC Work (<http://www.ipcc.ch/about/how-the-ipcc-is-organized.htm>).

IPCC experts are volunteers, and receive no compensation. Governments and organizations nominating experts are therefore kindly asked to support and facilitate the task of serving as IPCC author. For nationals of developed countries and/or individuals representing international organizations, their governments/organizations are expected to cover all costs of participation. For nationals of developing countries, and countries with economies in transition, application must be made to the IPCC Trust Fund, administered by the IPCC Secretariat, for travel and subsistence to attend meetings of Lead Authors and other relevant meetings as appropriate.

Complete nominations packets – consisting of specific TSU-solicited information and a summary CV in English highlighting topical expertise and relevant publications – are due no later than **27 July 2009**. Selected experts will be informed of appointments by mid-September 2009, along with logistics associated with the first Lead Authors Meeting.

I thank you for your consideration of this matter. Copies of this letter are being sent to the Ministries for Foreign Affairs, IPCC Contact Point(s), the Permanent Representative with WMO and Focal Point(s) of UNEP of your country for information.

Sincerely yours,



(Renate Christ)  
Secretary of the IPCC